



West Virginia Department of Transportation
Division of Highways
P-Card Holder Request Form



Requestor: _____ Date: _____

Requested Cardholder Name: _____ Org.: _____

Requested Cardholder Classification: _____

Number Of P-Cards That Currently Exist In Organization: _____

Explanation of Cardholder Request:

Approvals

Division Director or DE/M: _____

Deputy State Highway Engineer: _____

Business Manager: _____

Deputy Secretary: _____